

Resolution Number RES-2018-12

RESOLUTION


WHEREAS, the City of Douglasville is a municipal corporation, empowered by its Charter to provide for purchasing, and payment of expenses of the City;

WHEREAS, the City has previously adopted a purchasing policy which is now in need of revision; and


WHEREAS, City staff have now drafted a new policy for purchasing, which policy is consistent with revised ordinances and finance practices.


NOW, THEREFORE, IT IS HEREBY RESOLVED by the Douglasville Mayor and members of the City Council that the attached document is hereby approved as the City of Douglasville's Purchasing Policy. All prior policies and resolutions in conflict with this Purchasing Policy are hereby repealed.

SO RESOLVED this 5th day of February, 2018


Councilmember


Councilmember


Councilmember


Councilmember


Councilmember


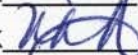

Councilmember

Councilmember


Mayor

Attest:


City Clerk

DELIVERED TO MAYOR 2 / 5 / 2018 CITY CLERK 
RECEIVED FROM MAYOR 2 / 5 / 2018 CITY CLERK 

CITY OF DOUGLASVILLE

PURCHASING POLICY MANUAL

PURCHASING

INTRODUCTION:

The City of Douglasville's Finance Department is committed to upholding the City's commitment to the public trust through proactive, consolidated and standardized purchasing methods.

SCOPE:

The Scope of this Purchasing Policy is applicable to all City staff and elected officials.

PURPOSE:

The Finance Director shall supervise and direct all purchasing on behalf of the city in accordance with the approved budget. The Finance Director may authorize, under his/her supervision, additional purchasing agents. Each Department shall have an established purchasing agent to make "routine purchases". No employee or official of the city other than a purchasing agent specified, shall make any "routine purchases" on behalf of the city. This Policy is not intended to cover the purchase of real property (referring to land and its improvements and the acquisition of various property rights, such as rights of way) or to supersede specific state or federal laws that apply to and control certain contractual arrangements (e.g., D.O.T. road projects).

PURCHASING OBJECTIVES:

- Purchase quality materials, equipment, supplies, and services in the correct quantity, at the lowest evaluated cost, and at the required time, focusing on reduced lead times, improved service levels, increased value added services and optimized inventory cost to the requesting Departments.
- Enhance supplier relationships with properly authorized and documented bidding procedures; improved purchase specifications, sales terms and conditions; and reduced time for invoice verification and payment.
- Ensure bids and proposals for goods and services are conducted competitively and objectively, giving equal opportunity to all suppliers and developing reliable and competitive sources.
- Select suppliers, not by price alone, but through detailed evaluation of quality, service, price, productivity, availability, administrative costs, and environmental impact.
- Monitor required delivery schedules, supplier performance and post completion contractor warranties to meet Departmental and contractual requirements.
- Research, collect, and share information on innovative practices and new products for potential City use that would create savings and continuous improvement in the purchasing process.

POLICY

The City of Douglasville's Purchasing Policy covers the following purchasing thresholds, regular and special purchasing methods, and other processes:

PURCHASING THRESHOLDS:

Purchasing Methods and Dollar Thresholds – The dollar value of the goods and services to be purchased determines the purchasing method to be used. The award of contracts with suppliers will be based on the lowest evaluated cost, while meeting the specified quality, quantity and delivery requirements. Any exceptions to this are further defined in this Policy.

The following specific dollar thresholds are used to determine the appropriate purchasing method:

Less than \$1,000 – The purchase of goods and services in an amount less than \$1,000 shall be by a Departmental purchasing agent. These purchases do not require a competitive bid process. Department Directors and/or authorized representative(s) may select a supplier, taking into consideration: fair and reasonable cost, delivery/pickup time, and convenience to the work site.

\$1,000 to less than \$15,000 – Informal quotes from at least three (3) suppliers are required. Verbal quotes should be also submitted in writing. Each Department must ensure proper documentation (COI, W-9, Contractor's Affidavit or SAVE) has been included and the correct process followed. Per state law, all services work of \$2500 or more requires an e-Verify Contractor's Affidavit or SAVE document, completed, signed and notarized.

\$15,000 to less than \$50,000 – Written quotes from at least three (3) suppliers are required. With consultation from the Finance, Legal and/or City Manager's Department, each department will solicit and receive these written quotes. The City Manager's office will review all quotations and make a recommendation. The Department will collect all required documents (COI, W-9, Contractor's Affidavit or SAVE) and provide all information to the City Clerk's Office to ensure proper documentation has been provided and the same process is followed as with all other purchases. The Formal Sealed Bid process is not required and is optional at this level and will be determined in consultation with the Legal/City Manager's Office.

Over \$50,000- Purchases estimated in value to meet or exceed \$50,000 shall be made using the Formal Sealed Bid Process. An approved Bid Authority Form must be signed by the Department Director, Finance Director and the City Manager prior to proceeding with the Sealed Bid solicitation. Prior to beginning the Formal Sealed Bid Process, authorization to advertise for bids must be approved by Mayor and Council, if the purchase was not previously approved in the budget. Prior to bid award, the bid award recommendation must be approved by the Mayor and Council. After approval, a contract will be processed by Legal. For detailed procedures, see the section in this Policy titled "The Formal Sealed Bid Process."

Public Works Construction Contracts under \$100,000 – Pursuant to O.C.G.A. § 36-91-22 (a), formal sealed bids are not required for certain types of Public Works Construction Projects as defined by the law; however, three written quotes, all required documentation and bonding are still required. For Public Works Construction projects over \$100,000, state law requires advertising, competitive bidding and bonding.

Local Supplier Preference Policy –

Whenever the Supplier submits a quote or responds to a Request for Quotation or Proposal, the Supplier must indicate its status as a Local Preferred Supplier. Except for matters required to be bid by state law, such as public works contracts and materials, any purchase or contract of under \$100,000.00 that is put out to bid under this policy may be handled in the following manner:

When a non-local business submits the lowest bid price and the bid submitted by one or more local businesses is within five (5) percent of the price submitted by the non-local business, the local business with the lowest submitted bid shall have the opportunity to match the low bid of the non-local business. If the local business matches the low bid, they will be awarded the contract. If this local business does not desire to match the low bid, then the local business with the next lowest bid within the five (5) percent price range will be asked until all local businesses within the five (5) percent range have had the opportunity to match the lowest bid. If a local business does not desire to match the non-local business' bid, the non-local business will be awarded the contract.

For purposes of this Policy, "Local Supplier" shall mean any business which: 1) has its headquarters, distribution point or locally-owned franchise located in or having a street address within the City for at least one (1) year immediately prior to the issuance of the request for competitive bids by the City; and 2) holds a required business license by the City of Douglasville; and, 3) employs at least one (1) full-time or two (2) part-time employees whose primary residence is located within City of Douglasville; or if the business has no employees, shall be at least fifty- one percent (51%) owned by one or more persons whose primary residence(s) is located within the Douglasville City Limits. This section shall not apply to contracts required by state or federal statutes or regulations to be awarded to the "lowest responsible bidder," or otherwise exempted from local preference.

Please note: If all bidders are local firms, this section does not apply.

SPECIAL TYPES OF PURCHASE TRANSACTIONS:

In addition to the primary purchase methods described above, some special types of purchase transactions may be used. The specific dollar amounts defined in "Purchase Thresholds" also apply to Special Types of Purchase Transactions, which include the following:

Cooperative Procurement - Federal, State, and County Government Contracts and Contracts negotiated by other governmental agencies can be used to the fullest benefit of the City of Douglasville. A Purchasing agent as designated by the Finance Director shall be authorized to enter into purchasing or contracting cooperatives with other governmental agencies inside or outside the State (O.C.G.A. § 36-69A).

Purchases under these contracts may be made without public advertisement or competitive bidding as long as the contracts were originally competitively bid. Purchases under these contracts require no other formal bidding or quotes. The agency or cooperative (such as U.S. Communities or Douglas County, etc.) and the contract number must be included in all information sent to Finance.

Emergency Purchases - An emergency is defined as any unforeseen event or circumstance that threatens or results in a negative impact on public health, welfare and /or safety or results in the loss or potential loss of an essential service. Under these circumstances, with pre-approval of the City Manager, the Department Directors shall have the authority to purchase necessary goods and services with values up to \$25,000 without competitive bidding. Purchases greater than \$25,000 must be pre-approved by the City Manager and are authorized when an existing agency contract is available for use. Emergency Purchases will be performed using competitive sources of supply when practical under the restrictions imposed by the emergency situation.

A written explanation of the basis for the emergency and the Supplier selection, shall be submitted to support and request payment for the Emergency Purchase. Emergency repairs to in-service Public Safety or Public Works vehicles, equipment or infrastructure are considered Emergency Purchases when timely repairs are necessary to continue essential City services. An Emergency Purchase scenario can also be utilized in circumstances when a contractor does not perform to the City's satisfaction or when a breach of contract occurs and there is no time to re-bid the work.

Original Equipment Manufacturer Purchases - Competitive bids are not required for purchases when the purchase is made from the original equipment manufacturer (OEM) and other sources are not available. The requesting Department will document the purchase by indicating "OEM Purchase" on the purchase requisition.

The City encourages consideration of "like" or "similar" products by notifying the operating Department of product availability. The requesting Department will evaluate the additional source of supply and the product's acceptability prior to purchasing. Approval is required by Mayor and Council for purchases over \$25,000. It should be noted on the purchase requisition that the purchase is from an original manufacturer.

Sole Source Procurement - Sole source procurement is initiated by a Department with the completion of a written statement verifying the Supplier is the only source. This letter is attached to the Purchase Requisition and sent to the Finance Department. The statement briefly identifies the product or service to be purchased and the reason(s) justifying the sole source selection. Supplemental documentation (specifications, manufacturer letter etc.) should be furnished when available.

Split Bid Awards - At its discretion, the City may elect to award a percentage or a portion of a service contract to a secondary supplier. This option will be stated in the RFP/RFQ document and may be exercised if the primary supplier is unable to meet all of the needs of the requesting Department or if the existence of a secondary supplier is deemed to be of benefit for maintaining continuity of service. The City's final determination regarding the use of a secondary supplier and corresponding percentage of the contract to be awarded shall be determined by the evaluation team during the evaluation and negotiation stages of the Formal Sealed Bid process.

ADDITIONAL PROCESSES AND DOCUMENTATION:

Where applicable, the following processes and corresponding documentation are to be maintained by the Purchaser and/or Supplier as described:

Bid Authority Form - A Bid Authority Form is required for initiating all Sealed or Informal Bids over \$50,000.

Immigration Compliance Reporting - In compliance with O.C.G.A. §§13-10-91(b)(1) and as amended in SB 160, all Contractors and Subcontractors bidding on City projects wherein the labor or services exceed \$2,499.99, must complete and submit a Contractor's or Subcontractor's Affidavit of Immigration Compliance indicating the firm adheres to and is participating in a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603].

Insurance Requirements - A Certificate of Liability Insurance certificates shall be complete, current and in accordance with the limits set in the contract language. The City of Douglasville shall be named as Additional Insured and to include worker's compensation.

Performance Bond – For all Public Works construction projects and for other work over \$50,000 as required in the bidding documents, a Contractor may be required to furnish a corporate surety bond as security for the performance of the service or construction contract awarded via a sealed bid. Said surety bond shall be in the amount of one hundred percent (100%) of the annual gross revenue of the contractor under the service contract.

Georgia Code §36-91-2 defines a Performance Bond as a bond with good and sufficient surety or sureties for the faithful performance of the contract and to indemnify the governmental entity for any damages occasioned by a failure to perform the same within the prescribed time. Such bond shall be payable to, in favor of, and for the protection of the governmental entity for which the work is to be done.

In certain cases, the City may adopt Georgia Code §36-91-71: Credit In Lieu Of Bond - When the amount of the performance bond required under this article does not exceed \$750,000.00, the governmental entity may, in its sole discretion, accept an irrevocable letter of credit by a bank or savings and loan association, as defined in Code Section 7-1-4, in the amount of and in lieu of, the bond otherwise required under this article.

In an effort to circumvent the required competitive bid process, the Departments must not divide any purchases into smaller quantities of the same goods/services and submit these invoices separately on multiple purchase requisitions. Incorrect or incomplete Purchases will be rejected and sent back to the applicable requesting Department with comments about what is needed for approval.

Material, Supplies, and Equipment Receipts – When requesting Departments receive materials, supplies and/or equipment at any location, the receiver should immediately count the goods and compare to the packing list quantity. Discrepancies in quantity or damage to goods must be noted on the shipping ticket and the Department's order copy. This packing list, bill of lading or other documentation for the items received must be scanned into the financial system during the PO Receipting process.

If the packing slip does not accompany delivery of goods, the receiver should make a record of the delivered quantity and date on the order file copy.

THE FORMAL SEALED BID PROCESS

The Formal Sealed Bid process is required for all solicitations with a value greater than \$50,000 and optional for solicitations greater than \$15,000 but less than \$50,000. Exceptions may be Public Works Construction Contracts under \$100,000, per state law. The Sealed Bid process is used only by the Finance Department and/or City Manager's Department. The only exception to the dollar threshold for the Sealed Bid process is when the purchase meets criteria for Special Types of Purchasing Methods. Transparent business practices are always followed to encourage bidders to participate in a protected, competitive environment.

All Formal Sealed Bid responses are opened in a public venue and recorded at the exact time and date designated in the bidding documents. Depending on the type of bid, the award will be made to the most qualified, responsive and lowest responsible bidder whose bid satisfies all requirements contained in the bid or additional evaluation will commence, followed by the award and notice to proceed. Bid Awards and Bid Tabulations will be posted on the City's website. The successful bidder will receive a Notice of Award followed by a contract for the goods or services.

BIDDING FORMATS:

The City of Douglasville will use two bidding formats to solicit Formal Sealed Bids from suppliers - Request for Quotation (RFQ) and Request for Proposal (RFP). In addition to the RFQ and RFP, the City of Douglasville may also issue a Request for Information (RFI) or Request for Qualifications (RFQu) without the intention to purchase.

Request for Quotation (RFQ):

The City may elect to use the Request for Quotation (RFQ) bidding format when both the specifications and the process are predetermined. The RFQ clearly defines the scope of the work and contains contractual terms and conditions. In most cases, the bid award will be made on best price, but the award may be made in what is determined to be the most responsive and responsible and/or in the best interest of the City. The RFQ may require the submission of bid samples, descriptive literature, and technical data and may require inspection or testing of a product before a final award.

Request for Proposal (RFP):

The Request for Proposal (RFP) bidding format may be used when the goods and services do not lend themselves to a clear and accurate statement of work, and/or the objective of the solicitation is to identify the bidder who can offer the best possible solution at the most reasonable cost. The RFP seeks to identify the "best value" for the City by using a combination of technical and commercial factors to evaluate bidders' proposals. All eligible proposals will be subjected to confidential evaluations prior to award (see "Bid Evaluations" section). During the evaluation stage, the City may request interviews, clarifications or negotiate scope changes with a short list of select bidder(s) in an effort to finalize technical and/or cost proposals. Following the evaluation stage, the suppliers may be asked for a "best and final offer" to obtain the lowest price.

Request for Information (RFI) or Request for Qualifications (RFQu):

At the request of a Department, the Finance Department and City Manager's Department shall support the request for technical and commercial data to evaluate the feasibility of a commodity or service, the qualifications of potential suppliers or to prepare fiscal year budget information. Should price be requested from suppliers, suppliers will be instructed that price(s) is budgetary only and the City of Douglasville shall not be obligated to purchase. Information received by this process will remain confidential to both the City and to the participating suppliers. Disclosure of the information associated with a specific RFI is prohibited.

BIDDING PROCESS:

Bid Authority Form

A Bid Authority Form must be completed by the requesting Department, approved by the Department Director, Accounting Manager, Finance Director and City Manager, after completion of the Bid Authority Form, then the City Manager's Department will schedule the bid preparation. This form must be accompanied by a complete list of specifications and potential suppliers, including name, address, phone, fax, email, and contact person.

Solicitation

Once the Bid Authority Form is completed, signed, and sent to the City Manager's Department, the City Manager's Department will assign a bid number, set a date for bid opening and prepare bid packages. Bid packages will include, at a minimum, the following information and/or materials:

- A cover letter inviting the suppliers to bid
- The date and time the bids are due and any pre bid conference meetings
- Address of the office in which bids are to be received
- A Scope of Work or Specifications including a complete description of the goods or the services required

- The technical specifications plans and drawings (if applicable)
- Contract terms and conditions, including warranty and bonding or other security instruments (if applicable)
- A proposal/ pricing form
- Acknowledgment of agreement with all aspects of the bid including a date or schedule on which goods or services are required
- Contractor's/Subcontractor's Affidavits for Immigration Compliance or SAVE Documents; Supplier's References, Business License and Certificate of Liability Insurance with minimum coverage as required by the City.
- Any other special requirements as outlined in the bid documents.

Public Posting

- For purchases over \$50,000, the formal solicitation will be posted on the City website, on the notices board at City Hall and may advertise through the legal organ of the county newspaper and other means.
- Public Works Projects over \$100,000 must be advertised in the official legal organ of the county.
- The public shall be notified in regards to the bidding of projects funded under Community Development Block Grant regulations (CDBG). This public notification shall be in accordance with the U.S. Department of Housing and Urban Development (HUD) regulations and policies and advertised in the legal organ of the county.
- Bid packages will be mailed via the United States Postal Service or other delivery service and are posted on the city website.
- Any change to a formal solicitation after the initial public posting, including but not limited to changes to requirements, attachments, or the closing date and time, must be posted as official written addenda. When posting an addendum, the City must ensure bidders are provided adequate time to view and process the new information. Addenda are also posted on the City's website.

Instructions for Bid Packages

Sealed bid packages may be distributed via the following processes:

- Bid packages may be hand delivered at a pre-bid conference. The City Manager's Department will issue a letter of invitation to the bidders announcing the bid solicitation, the pre-bid conference location, and the requirement to attend.
- Bid packages may be sent via USPS or another delivery service.
- Bid packages may be picked up at City Hall.
- Bid packages may be downloaded from the City's website, but submissions must be in paper form.

At its discretion, the City may choose to hold a pre-bid conference in order to clarify any ambiguities, answer questions, and ensure that all bidders have a common understanding regarding the supplies or services required. The conference shall be held at least seven (7) days prior to the bid deadline, and the bid solicitation should contain all conference details, including whether or not bidder attendance is mandatory. Statements made at the pre-bid conference shall not be considered addenda to the bid solicitation unless a written addendum is issued pursuant to the conference.

Receipt and Evaluation of Sealed Bids

The Sealed Bid process prohibits fax, email, telegram, or verbal responses unless specified in the bid documents. All bids solicited under the Sealed Bid process will be processed and maintained as follows:

- Bidders' responses to the solicitation shall be in written form and subject to the Sealed Bid process. Bid responses will only be accepted through the USPS, other overnight delivery service, or by hand delivery

to the City Manager's Department unless specified in the bid documents. Regardless of delivery methods, all bids must be presented in paper format to be considered.

- All bid packages will be date and time stamped when received to indicate timeliness. Late bids are generally rejected unless due to a fully documented delivery service delay. Late bids are not opened.
- All bids subject to and received on or before the due date shall be maintained unopened in a protected, proprietary environment.
- A public opening of bids/proposals will be held at City Hall on the date and time specified in the solicitation package. The information read aloud shall consist of the bidder names, including those who submitted "no bids" and "non-responses" and the submitted pricing. There are no awards made at the bid opening.
- Departments and personnel may prepare independent evaluations depending on the purchase transaction. The evaluation process for each of the two formal bidding processes is described in the "Bid Evaluations" section of this Policy.

Extension of Due Date

Extension of the due date during the bid solicitation process is granted uniformly to all bidders by the City Manager's Department with the concurrence of the requesting Department. Any extension of the due date will be based on the technical, commercial and financial impact on the City of Douglasville. Bid extensions may be verbally granted, but they will be confirmed in writing to all bidders as an addendum to the bid and will be posted on the City's website.

Late Bids

A proposal or modification to a bid received after the due date is classified as a "late bid." The City usually rejects all late bids or modifications, with the following rare exception:

- If the supplier's bid is delayed no more than one business day due solely to failure of the USPS or other delivery services to deliver on time, the City of Douglasville may consider the postmark or other date stamp indicator as documentation the delivery was attempted prior to the due date and time. Fully documented delivery failures will be taken into consideration as to when the package was entered into the delivery service system. This is rarely approved. Suppliers should plan ahead and allow enough time to avoid delivery issues when using carriers.

Modifications or Withdrawal of Bids Prior to Bid Closing

- A bidder or an authorized representative may modify or withdraw the bid in person before the time and date set for bid closing. The modification or withdrawal must be in writing and must be received before the time and date set for the bid closing.
- All documents concerning a modification or withdrawal of a bid shall be retained in the appropriate procurement file.

Late Modifications or Withdrawal of Bids

- During the evaluation process, if the evaluator suspects a bid has a calculation error, the bidder will be given opportunity to reconfirm the bid before a final recommendation is made. The supplier shall not be permitted to correct the bid unit price, but will be permitted to correct extended amounts. Should the supplier determine a unit price(s) is in error, the supplier will be permitted to withdraw its bid without penalty and without affecting future bidding opportunities.

BID TABULATIONS AND AWARDS:

Bid Tabulations

Bid tabulations are utilized for all RFPs and RFQs. The City Manager's Department will create a Bid Tabulation sheet which may include bid components such as quantity, descriptions, unit price, extended price, discounts, terms of payment, shipping point, promise date, date required, RFQ due date, and total bid amount. Tabulations shall be maintained in the Finance Department and City Manager's Department files and posted on the City's website following the bid award. From the bid tabulation information, there will be a Bid Recommendation memo created and given to the requesting Department or submit a recommendation to the evaluation team or to the City Manager.

Awards

Following the necessary approvals for tabulations or evaluations, as set forth herein, the winning bidder will be notified of the award and notice to proceed.

- Transactions greater than \$25,000.00 shall be awarded by the Mayor and City Council, followed by a Contract. All other items will be given a Notice of Award by the City Manager's Office. The Mayor and City Council shall be notified of the Notice of Award at a Committees meeting.
- All Bid Awards are posted on the City's website as soon as they are approved by Mayor and Council. An award may be made verbally first, followed by a written Notice of Award/Notice to Proceed and the Contract. Verbal awards are often made to allow the Supplier to expedite the delivery schedule or the project start/completion schedule.

BID PROTESTS:

Any responsive, timely bidder may protest the process or apparent award or recommendation by submitting a protest in writing to the City Manager's Office within five (5) business days of the bid opening date. Only timely, written protests delivered by overnight carrier, USPS, or hand delivered will be accepted. Emails or faxes are unacceptable. A decision will be issued by City officials within ten (10) business days.

ETHICAL & PROFESSIONAL STANDARDS & PRACTICES:

COMPETITIVE PROCESS-

Except in circumstances set forth by this Policy, any other City policy, or pursuant to applicable law, or as determined by Mayor and Council to be in the City's best interest, all bid awards must result from a competitive process.

CONFLICTS OF INTEREST-

No elected official or employee of the City shall participate in the purchase of goods or services that would result in financial gain by the individual or any member of the individual's family. Consequently, all City officials and employees, whether involved in the purchase of goods and services or not, will conduct themselves by the following conduct:

- Always follow the City of Douglasville's Purchasing Policy and Procedure which places the responsibility of purchasing transactions with the Finance Department Unless authorized or delegated by Purchasing Procedures, employees shall remove themselves from the decision making process when there is an implied or actual conflict of interest.
- Employees shall report all potential or actual conflicts of interest to the Finance Director, their Department director, and the City Manager immediately.
- Full time City employees should not accept part time employment with any supplier or contractor transacting business with the City.

- City employees who have family members negotiating for prospective employment with a supplier or contractor who works for the City shall not be directly or indirectly involved in a purchase transaction with those suppliers.
- City employees are prohibited from executing personal contracts for goods and services with any Department of the City of Douglasville.

Violation of this Purchasing Policy by any City employee subjects the employee to discipline pursuant to section 8-3 of the City's Personnel Policies and Procedures Ordinance.

ENVIRONMENTALLY PREFERABLE PURCHASING-

The City of Douglasville recognizes the products and services it procures may have a range of environmental repercussions. These environmental impacts may be felt across many areas such as the harvesting of raw materials, the manufacturing of finished goods, and their packaging, transportation, use, and disposal. Where factors such as quality, price, and availability are not impaired, the City encourages the use of environmentally preferable products. Such products may include but are not limited to energy- and water-efficient equipment, products made with recycled or recyclable materials, bio-based products, and products containing no or minimal toxins and pollutants. The operating Department will utilize life cycle costing and studies to determine the total cost of ownership, which will help facilitate the cost comparison between environmentally preferable products and their traditional counterparts. This purchasing practice will allow the City to become a model of environmental stewardship and will encourage its various suppliers and contractors to offer environmentally low-impact, sustainable products and services.

FEDERAL WORK AUTHORIZATION PROGRAM-

In compliance with O.C.G.A. §§13-10-91(b)(1) (b)(1) and as amended in SB 160 and 13-10-90(2)), the City of Douglasville will require a principal of any corporation providing services under contract with the City to verify that corporation's participation in the Federal Work Authorization Program (known as e-Verify) as defined below:

“Federal work and authorization program” means any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603.

FOREIGN VS DOMESTIC SUPPLY-

The City of Douglasville encourages a “buy domestic” philosophy, recognizing that its suppliers may supply both domestic and foreign manufactured products. The City's overall purchasing objective is to buy from suppliers that are the best in quality, service, price, delivery, responsiveness, warranty and other relevant factors. City bids that include foreign sources of supply will be evaluated fairly, but, all factors equal.

STATE PURCHASING-

In compliance with state code (O.C.G.A. § 50-5-61) as a local authority in the State of Georgia, the City of Douglasville will give, to a reasonable extent, preference to supplies, materials, equipment and agricultural products manufactured or produced in Georgia. Such preference shall not sacrifice quality, and nothing herein prohibits the City from selecting an out-of-state Supplier deemed to have a more competitive bid.

SUPPLIER CONTACT DURING BIDDING-

The City embraces a “no lobbying” policy when Formal Sealed Bids are released for bidding to the public and in the evaluation or negotiation stages. During this time period, staff and elected officials will refrain from

discussing the bids or projects with the suppliers. Suppliers may conduct discussions or submit additional information only through the Finance Department and/or City Manager's Department.

SUPPLIER RELATIONSHIPS-

All supplier transactions and relationships will be conducted in a professional, objective and businesslike manner. City personnel will avoid any semblance of a conflict of interest by refraining from purchasing from close personal friends or family members. No supplier pricing information will be shared unless such information is a matter of public record. When such public information is requested in writing from a supplier, the Finance Department and/or City Manager's Department will disclose competitor's pricing as required by statute or ordinance.

EXHIBIT I –BID AUTHORITY FORM

City of Douglasville BID AUTHORITY FORM

The below listed items are approved in the _____ budget for the _____ Department.

ACCT NUMBER _____

Amount Budgeted \$ _____ Anticipated Cost \$ _____

Please authorize the City Manager's Department to issue Request for Quotation () Request for Proposal () for the below listed item(s): Explain in detail sufficient for an outside auditor to understand.

I request that the bids be opened no later than _____

Department Director

Date

- I verify that:
- a) _____ the above listed items are budgeted for the Department indicated and that the funds are available for this expenditure.
 - b) _____ the above listed items are budgeted for the Department indicated, however, the funds are not available at this time. Funds should be available by _____
 - c) _____ the above listed items are not budgeted for the Department indicated.

Finance Department

(Date)

___ Authorization to bid is approved for the above items. (Forward to Operations Manager)

___ Authorization to bid is denied for the above items (Return to Department)

City Manager

(Date)

Bid number assigned _____ Received date _____ Opening date _____

Operations Manager